



REPLY TO  
ATTENTION OF

**TEXAS MILITARY FORCES**  
Joint Forces Headquarters  
Adjutant General's Department  
Post Office Box 5218  
Austin, Texas 78763-5218  
512-782-5001

NGTX-AO  
2013

27 September

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: (JFTX P13-17) Appointment of Assessable Unit Managers – Army  
Manager's Internal Control Program

1. This memorandum supersedes policy memorandum, JFTX P13-02, Appointment of Assessable Unit Managers dated 5 December 2012.
2. Reference Army Regulation 11-2, Manager's Internal Control Program, 4 January 2010 (RAR 26 March 2012).
3. The Following individuals are hereby appointed duties as indicated for the Texas Army National Guard Internal control Process, effective September 2013.

Senior Responsible Official (SRO): [REDACTED] – TXARNG Chief of Staff, Joint Force Headquarters.

Manager's Internal Control Administrator (MICA): [REDACTED] – Strategist Plans Officer TXARNG G5, Joint Force Headquarters.

Assessable Unit Managers (AUMs)

[REDACTED]

Assessable unit

[REDACTED]

NGTX-AO

SUBJECT: (JFTX I14-04) Appointment of Assessable Unit Managers – Army Manager’s Internal Control Program (MICP)

[REDACTED]

[REDACTED]

Assessable Unit Managers (AUMs)

[REDACTED]

Assessable unit

[REDACTED]

4. Purpose:

a. To organize, plan, and execute the Texas Army National Guard Manager’s Internal Control process in accordance with AR 11-2 and guidance from other applicable directives.

b. IAW AR 11-2, ensure Internal Control responsibilities are correctly identified on your individual support form. Under “Major Performance Objective,” the following statements may be used:

- (1) For SRO: “Ensures compliance with AR 11-2, Chapter 1, paragraph 1-13”
- (2) For AUM: “Ensures compliance with AR 11-2, Chapter 1, paragraph 1-14”.

5. Responsibility of SRO: Overall responsibility for ensuring implementation of an effective MICP within the organization; designates MICA; oversees preparation of Annual Statement of Assurance that accurately describes the status of controls in the organization and fully discloses and material weaknesses and plans for correction.

6. Responsibility of MICA: Identifies training requirements, conducts or arranges training, assists in preparation of 5-Year Plan, provides guidance in preparation of Annual Statement of Assurance, coordinates completion of evaluations, tracks material weaknesses, and keeps managers informed on internal control issues.

7. Responsibility of AUMs: Ensure their managers are trained and understand their internal control responsibilities, identify their MICP training requirements to the MICA,


identify high risk areas within their directorate, develop internal controls to mitigate risk in those areas identified as high risk, develop and update the 5-Year Plan for their areas, ensure evaluations are conducted IAW their 5-Year Plan, identify material weaknesses, report material weakness upward through the chain of command, provide a copy of their MICP 5-Year Plan to the MICA annually or as changes occur to their plan annually sign DA Form 11-2 stating they have reasonable assurance that controls are in place and working or that they don't have reasonable assurance, and provide documentation or information supporting the material weakness.

NGTX-AO

SUBJECT: (JFTX P13-17) Appointment of Assessable Unit Managers – Army Manager's Internal Control Program (MICP)

8. Special Instructions: Individuals will serve as appointed until properly relieved by the issuance of appointment order of new individual. This memorandum supersedes all previous appointments for the TXARNG Internal Control Process.

9. POC for this memorandum is [REDACTED] at 512-782-6128.

  
JOHN F. NICHOLS  
Major General, TXANG  
Adjutant General

DISTRIBUTION:

A

CAROLYN SMALLWOOD  
CW3, AG, TXARNG  
TXMF Policy Branch

